

## Merten, Audrey - DWD

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**From:** Dressel, Meredith - DWD  
**Sent:** Wednesday, July 06, 2016 10:44 AM  
**To:** DWD DL DVR All  
**Subject:** Start of SFY2017 Administrative Instructions

Hello,

Now that the new state fiscal year has started, I would like to point out a few changes to the way travel expense reports and p-cards are prepared.

### **TRAVEL**

- For all travel beginning July 1, the budget reference year (BUDREF) is FY2017. No other codes will change at this time for DVR.
- All headquarter city travel must be done on a separate travel expense report. When creating a new expense report, under "Business Purpose," select either "Headquarter City-Business" or "Headquarter City-Conference." This is due to a tracking need for these purposes. Should you combine regular business travel with headquarter city travel on the same travel expense report, DWD Finance will send the expense report back to you to separate out.

### Expense Report

The screenshot shows the 'Expense Report' form. At the top left is a blue header with the text 'Expense Report'. Below it, on the left, is a blue icon with a question mark. The form fields include: '\*Business Purpose' with a dropdown menu showing 'Headquarter City-Business'; '\*Report Description' with a text box containing 'May 2016 travel'; and 'Reference' with a text box containing 'GENERAL' and a magnifying glass icon. To the right of these fields is a 'Default Location' text box. Below the 'Reference' field is a blue icon with a question mark. At the bottom left, there is a blue icon with a question mark and the text 'Collapse All'. At the bottom center, there is a blue icon with a question mark and the text 'Add: | My Wallet (0) | Quick-Fill'. At the bottom right, there is a blue icon with a question mark and the text 'Attachments'.

- **The account code on the travel expense report must be accurate.** This is very important for tracking and reporting purposes. Do not use the default coding. Verify the account code you are using to ensure it accurately reflects the nature of the expense. To change the account code you need into the accounting details for each expense and use the magnifying glass to search for correct code.
  - *The account codes for travel, training and conferences are:*
    - 7312000 for all in-state business travel
    - 7314000 for all in-state training/conference travel
    - 7316000 for all out-of-state business travel

- 7318000 for all out-of-state training/conference travel

Finance Production

Create Expense Report

\*Business Purpose: Business Travel-In State  
 \*Report Description: May 2016 travel  
 Reference: GENERAL

Default Location:

Attachments

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

\*Date: 05/03/2016  
 \*Expense Type: Mileage Car  
 \*Description: Mileage for WIOA Roundtable In Dells  
 218 characters remaining

\*Billing Type: Billable  
 \*Originating Location: Madison, WI  
 \*Destination Location: Wisconsin Dells, WI

\*Miles: 59 x 0.5100

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Bud Ref	Fund	Appropriation	Dept
23.68	44500	23.68 USD	1.00000000	FY2016	10000	54100	445008721	
6.41	44500	6.41 USD	1.00000000	FY2016	10000	50200	445008721	

Correct Action here! Use to look up

- This power point presentation, from Bob Hovey, shows how to ensure you are correctly coding the training you attend. **Please ensure you are coding training properly this is how we track our training budget.**
  - [http://dwd.wisconsin.gov/dvr/info\\_ctr/timeline/2016/training\\_code\\_presentation\\_070616.pdf](http://dwd.wisconsin.gov/dvr/info_ctr/timeline/2016/training_code_presentation_070616.pdf)
- As a friendly reminder, the more information you put into the "Description" box, the less-likely it is that your travel voucher will be returned to you. Make sure you include dates, times, locations and purposes to assist with the approval process.

*Date	*Expense Type	Description	*Payr
05/03/2016	Mileage Car		Payr
		254 characters remaining	
*Billing Type	Billable		<input checked="" type="checkbox"/> Default Rat
*Originating Location	Madison, WI		<input type="checkbox"/> Non-Reimb
*Destination Location	Wisconsin Dells, WI		<input type="checkbox"/> No Receipt
*Miles	59 x 0.5100		

## **P-CARDS**

- The default coding for all p-cards has now been updated, including the BUDREF field (from FY2016 to FY2017). DO NOT CHANGE IT.
- The ACCOUNT code needs to be changed each time to reflect the purpose of the purchase. It is the only part of the coding structure that needs changing for each purchase. Currently the default is 8115000, which is the default general p-card code.
- The ACCOUNT code needs to be changed as such for the following purposes.**
  - Hotels and other travel charges not on the travel expense report should use the same coding as the appropriate coding as the travel expense report. (dependent upon in-state or out-of-state; business or other)
  - Registration for training and conferences should use the same coding as the appropriate coding on the travel expense report. (7314000 for in-state, and 7318000 for out-of-state)
  - Airline tickets should use the same coding as the appropriate out-of-state coding as the travel expense report. (7316000 for out-of-state business, and 7318000 for out-of-state training/conferences)
  - 7390000 = cell phones/air cards
  - 7440000 = car rentals and gas
  - 8070100 = general office supplies
  - DO NOT USE ACCOUNT CODE 1000000. It is the first one in the list, and says "TREASURER'S CASH." You will not get paid in cash. DWD Finance is very adamant that staff not use this code.
  - If there are additional items not listed above, please forward them to Lenn Schneider in central office, and they will be included in a future e-mail.

As usual, please contact your supervisor with any questions. Thank you.